PERSONNEL COMMISSION REGULAR MEETING #436 JANUARY 13, 2016, 10:00 A.M. APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT

Rodney Martin, President Libby Spector, Vice President

Nicholas Gervase, Member

STAFF PRESENT

Kristin Olson, Ex-Officio Secretary Adriana E. Casas, Supervisor-Classification & Recruitment

Veronica Contreras, Executive Assistant

Natalie Kelm, Classified Personnel Services Specialist Selma Murillo, Classified Personnel Services Specialist Yasmeen Husain, Classified Personnel Services Specialist

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer-Human Resources Branch

III. APPROVAL OF AGENDA

MOTION #436-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #436, January 13, 2016.

MOTION #436-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #436-2 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #435, December 9, 2015.

MOTION #436-2 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS None.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Approval/Ratification of Classification Specifications Revisions without Title Changes MOTION #436-3 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve/ratify classification specifications revisions without title changes.

MOTION #436-3 carried unanimously.

The following classifications were revised to ensure the proper reporting structure was represented. Additionally, the minimum qualifications for Director III – Charter Schools was updated to reflect the certificated Administrative Credential as Administrative Services Credential.

- a) Internal Auditor
- b) Director III Charter Schools

B. Approval/Ratification of Classification Specification Revisions with Title Changes

MOTION #436-4 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve/ratify classification specification revisions with title changes.

MOTION #436-4 carried unanimously.

To address the new reporting, recordkeeping, and benefits distribution process, responsive to the Healthy Workplaces, Healthy Families Act of 2014, original and amended versions, it was recommended the Human Resources Branch hire a Manager – Human Resources Analyst. This position is not an additional FTE. Thus, an individual would be hired into an already vacant position, and existing FTE.

a) Supervisor – Substitute Services (previous title) to Manager – Human Resources Analyst (current title)

C. Approval/Ratification of Establishing and/or Extending Eligibility Lists

MOTION #436-5 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the Eligibility Lists.

MOTION #436-5 carried unanimously.

Merit Rule 9.02 states that "Eligibility Lists shall be presented to the Personnel Commission for approval." Therefore, the Personnel Commission approved / ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Warehouse Person	11/18/15	OSS	12	11
2	Library Resource Specialist I/II	11/24/15	OTBS	5	4
3	Network Analyst Senior	11/24/15	OTBS	3	3
4	Payroll Services Specialist I/II	12/01/15	OTBS	12	11
5	Homeless Youth Specialist	12/03/15	OTBS	3	3
6	Manager – Unemployment Insurance	12/07/15	LT	3	3
7	Utility Person I/II	12/10/15	OSS	1	1
8	Digital Media Operations Coordinator	12/10/15	OTBS	7	10
9	Mechanic – Vehicle Maintenance	12/11/15	OSS	4	4
10	Director – Special Projects	12/12/15	LT	7	7
11	Teacher Assistant – Educare & Restricted	12/15/15	AIDES	5	4
12	Health Technician, Environmental Education	12/16/15	OTBS	4	4
13	Classified Personnel Services Specialist I/II	12/17/15	OTBS	21	14
14	Employee Benefits Specialist I/II	12/17/15	OTBS	20	14
15	Human Resources Specialist I/II	12/17/15	OTBS	15	11
16	Director III – Charter Schools	12/18/15	LT	6	6
17	Senior District Business Advisor	12/18/15	LT	5	5

D. Report on Future Trainings and Conferences

A listing of conferences and training that Commission staff and/or Commissioners plan on attending was provided for informational purposes. These conferences and trainings will allow Commission staff to remain current and well-versed within the field of personnel and public education by enhancing knowledge and professional development opportunities.

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
CSPCA Annual Conference 2015-16	This is a 2-day annual conference by CSPCA, this conference covers a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	02/26/16- 02/27/16 Anaheim, CA	Kristin Olson Adriana Casas	\$600.00 total not including airfare, transportation, or meals, lunch and breakfast are provided each day
Merit Academy	A 5-day academy, lasting 8 hours per session, designated for individuals interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and comp	01/09/16, 02/06/16, 03/19/16, 04/16/16 05/21/16 Fremont USD, Fremont,	Adriana Casas Natalie Kelm	\$500.00 total, not including mileage reimbursement and lunch
CODESP Webinar – Leadership Series: Coaching Skills for Supervisors	Guiding change through tools, experiences, careerpath mentoring, and continued support to assist employees in building their skills and redirecting inefficient behavior	01/16/16, 10:00 – 11:15 a.m., SCCOE, San Jose, CA	Kristin Olson Adriana Casas	No cost (web based training that can be watched at work)

E. MONTHLY VACANCY STATUS REPORT – JANUARY 13, 2016

Ex-Oficio Secretary Olson reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

 Classified Personnel Services announced the introductions of new staff members. Ms. Selma Murillo started as Classified Personnel Services Specialist I, effective December 11, 2015. Ms. Yasmeen Husain has been selected to fill the second Classified Personnel Services Specialist vacancy, effective January 11, 2016.

- This office is exploring and testing the transition of the current manual transfer request system to a web-based format. Ms. Olson has viewed a demonstration and first impressions are promising. A second review was completed by both Ms. Olson and Mr. Philip J. Gordillo, Chief Human Resources Officer, on January 6, 2016. A project status update will be provided at the next Personnel Commission Meeting.
- This office is modifying the job bulletin format to streamline the process. Bulletin will list current job announcements, provide application website and contact information. The bulletin is tentatively scheduled to be distributed via email on the first and third Tuesday of each month.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, February 10, 2016, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Kristin Olson

Ex-Officio Secretary, Personnel Commission